
AMERICORPS ★ VISTA PROJECT PROGRESS REPORT

Below are instructions for completing this form.

BACKGROUND

The Corporation for National and Community Service provides the Project Progress Report form to AmeriCorps*VISTA sponsoring organizations upon project approval. Sponsoring organizations are required to submit a completed report form to the Corporation on a quarterly basis. Corporation personnel will use the reports to track project accomplishments, challenges, resources generated, project sustainability, and support provided to AmeriCorps*VISTA members. Information from the form is used to fulfill requests for substantive project information.

PURPOSE

The purpose of the Project Progress Report (PPR) is to:

Document progress toward achieving project goals and objectives.

Provide a self-assessment tool to projects to promote continuous improvement.

Identify technical assistance needs.

Collect information for distribution to the public.

COMPLETION AND SUBMISSION GUIDELINES

Projects in the first year of sponsorship must complete Project Progress Reports for all four quarters; after the first year, Progress Reports are required at least twice per year, but may be requested quarterly at the discretion of the Corporation State Office.

The project supervisor should complete the Progress Report.

AmeriCorps*VISTA members must be allowed to review and attach comments to the completed Progress Report.

For all questions, use additional sheets of paper when necessary to answer the questions.

If you have questions regarding the completion of the Progress Report, contact your Corporation State Office.

DEFINITIONS

Reporting Periods:

Due Dates:

October 1 through December 31 January 30

January 1 through March 31 April 30

April 1 through June 30 July 30

July 1 through September 30 October 30



Community Volunteer:

Community volunteer is an individual recruited and/or coordinated by AmeriCorps*VISTA members. Community volunteers provide direct or indirect service to help the project achieve its objectives.

Impacts:

Impacts are measurable changes in the community, agencies, or clients that occur as a result of a service activity. Impacts are measures of effectiveness, including measures of cost effectiveness. Plans for sustainability should be included with this programming element.

Government Performance and Results Act (GPRA):

This act, beginning in fiscal 1999, requires all federal agencies to set measurable performance goals derived from a strategic plan. The goals should relate directly to services provided to the public. All agencies began reporting annual performance in an accountability report for Congress in March 2000.

Burden of response estimated at 3 hours. Send comments on accuracy of estimate or suggestions for reducing it to the Corporation Clearance Officer, 1201 New York Avenue, NW, Washington, DC 20525. 5CFR 1320.5(b)2(l) Unless a valid OMB control number is displayed, response to the collection of information is not required.

SECTION 1: Project Demographic Information

Agency Name:

Address:

City: State: Zip Code:

Person completing this report:

Telephone Number: Fax Number:

E-mail Address: Website, if available:

Reporting period covered by this report (MM/DD/YYYY)

Reporting period start: Reporting period end:

Number of AmeriCorps*VISTA members on board at the end of the reporting period:

Number of AmeriCorps*VISTA members completing service during this reporting period:

Number of AmeriCorps*VISTA members terminating early during this reporting period:

Record resources generated by the AmeriCorps*VISTA members. Provide the following quantitative data regarding the resources generated by AmeriCorps*VISTA members during this reporting period. Indicate whether the resources were generated from the public or private sector for this reporting period. (For the definition of community volunteer, please see **Definitions**.)

1. Number of active community volunteers:
2. Hours of service performed by community volunteers:
3. Total dollar amount of in-kind donated goods and services:
4. Total dollar amount of monetary grants, donations, and fundraising:

SECTION 2: Project Objectives/Activities

Project Work Plan: Attach a copy of the Project Work Plan to this Project Progress Report. In Column C, provide detailed information about progress toward meeting project goals and objectives for this reporting period.

Other Accomplishments: Describe in detail any additional project accomplishments that are not reported within the work plan.

Stories: Include stories that would best communicate to the public how AmeriCorps*VISTA members get things done in your community. Particularly helpful are stories that include numerical results and sustainable solutions.

SECTION 3: Monitoring/Challenges

Monitoring: Describe how you oversee project performance at multiple project sites. (This section is for projects with multiple sites only.)

Challenges: Describe any difficulties encountered or other issues requiring immediate Corporation State Office involvement.

SECTION 4: Training and Technical Assistance

Activities: List orientations, In-Service Training (IST), or other technical assistance provided to AmeriCorps*VISTA members by the sponsor/supervisor or other entities in the community during this reporting period.

Needs: What type of assistance can the Corporation provide to you and your organization at this time? If there is a need to make revisions to the current project work plan, or member assignment description, please contact your Program Specialist.

SECTION 5: Partners

Partnership/Collaboration Development: In order to meet the goals of your work plan, are other Corporation and non-Corporation programs collaborating with the AmeriCorps*VISTA project? If so, please list the programs or organizations and briefly describe the collaborative activities.

Sustainability: Describe any specific organizational strategies that are in place to sustain the results of the project.

For the final report of the current program year, please include a summary describing project accomplishments and impacts during the past year that will remain in the community upon completion of the project, and how local residents and project beneficiaries have been involved in the implementation of the project.

SECTION 6: Attachments

Press Clippings: Attach copies of press clippings, flyers, letters, or other documentation that relates to the members' activities and accomplishments.

Signature of Certifying Official: Date:

Signature of Project Supervisor: Date: